

## **FemiWorks Processes and Important Payroll Date Information**

### **Promotions**

- **Monthly Employees:** First day of the next month as the Effective On date
- **Weekly Employees:** A future Monday as the Effective On date
- **Weekly to Monthly:** First Monday of the next month as the Effective On date
- **Any exception to the above:** Contact Records Office and Payroll immediately

### **Rewards & Recognition (R&R)/Request a One-Time Payment**

- Fully approved in FemiWorks by Tuesday night before the 3<sup>rd</sup> Friday of the month. If not approved, the R&R will be processed by Payroll the next month.

### **Hires / Rehires**

- Monday is the preferred Start Date

### **Transfers**

- Monday as the Effective Date